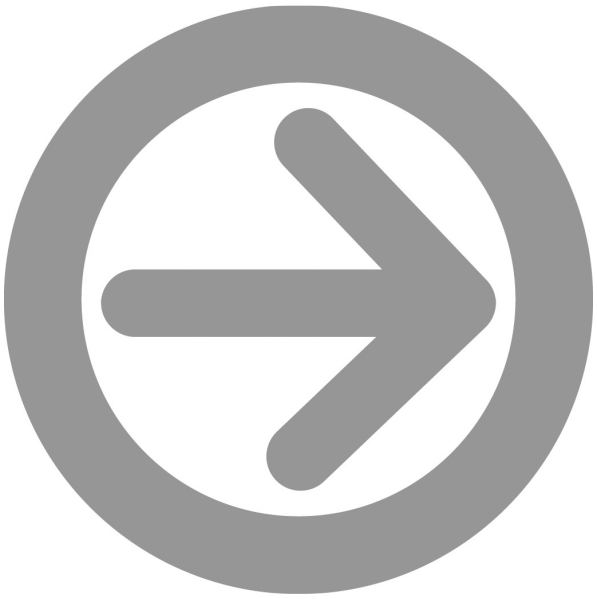

SCHOOL ILP ADMINISTRATION TOOL (SIAT)

USER'S GUIDE

2010

CareerCruising

The Complete Guidance System

KY

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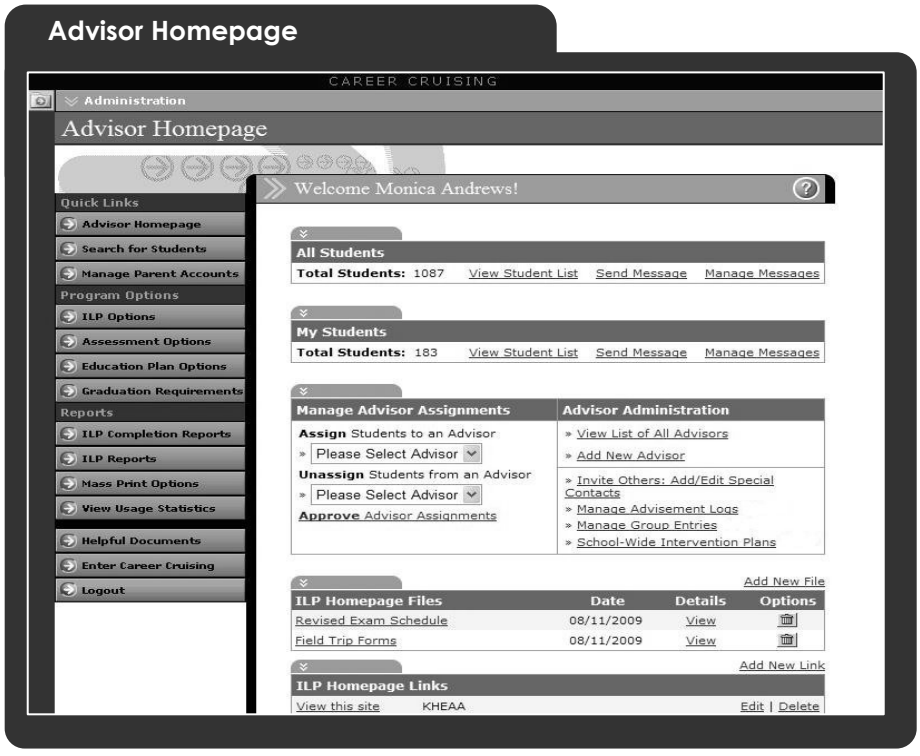
Introduction

About the School ILP Administration Tool

The School ILP Administration Tool (SIAT) helps teachers, counselors, and administrators effectively implement and manage the Individual Learning Plan (ILP) at their school. With SIAT you are able to:

- View student ILP data to track their career exploration and education planning progress
- Export data collected from students' ILPs
- Generate aggregate reports on data elements collected in the ILP
- Input customized course lists that students can use to create their high school education plans
- Customize the ILP and Assessment Options to meet the needs of your students
- Communicate directly with students using an internal messaging system
- Monitor students' ILP Completion Status to track which students are meeting the objectives and identify opportunities for intervention



Accessing the School ILP Administration Tool

To access the School ILP Administration Tool (SIAT), go to the following webpage:

http://www.careercruising.com/ILPSchool

To log in, simply enter your site username, site password, and your personal advisor password. Then click on the SUBMIT button. (The site username and site password are the same for all users at your school.)

If you do not have your advisor password, please contact our client service department at 1-800-965-8541 or KYSupport@careercruising.com.

When you log in for the first time, you will need to read and agree to the School ILP Administration Tool Agreement.

SIAT Login Screen

About Access Levels

Each staff member using the system must have their own personal SIAT account. Some of SIAT's customization and information management features are available only to users with a certain level of access. Multiple security levels ensure users will have access to the tools and information that are appropriate for them. There are four levels of access:

ILP Administrator – This level of access is intended for the individuals who are primarily responsible for the implementation and management of Career Cruising and student ILP development at the school. ILP Administrators have access to all of the tools, features, and information available in the SIAT, including customization options.

School Administrator / **Counselor** – This level of access is intended for the individuals who are primarily responsible for managing the ILP process at the school and can set up the system to meet the school's particular needs. ILP Administrators have access to all of the tools, features, and information available in the SIAT.

Advisor / **Teacher** – This access level is intended for who need access to both detailed student information and aggregate data. They have access to almost all of the functions and features available in the School ILP Administration Tool. School Administrators / Counselors can view students' ILPs, retrieve ILP usernames and passwords for all students, create new School ILP Administration Tool access accounts, manage advisor assignments, and view aggregate reports.

Other Staff – This access level is intended for staff members who may need access to information about only a small group of students, but who should not be able to view detailed information about other students.

Accessing Career Cruising from SIAT

You can explore the Career Cruising program by clicking on the ENTER CAREER CRUISING button near the bottom of the blue button menu on the left side of the Advisor Homepage. From the Main Career Cruising page, you can access Career Matchmaker, the Explore Careers section, and the Explore Schools sections of the program.

Student Administration

Student ILPs

Students' ILP access information consists of their username, which is their unique State Student ID number (SSID), and a random 6-digit password.

Student ILPs are generated from a weekly data extract from the Kentucky Department of Education's state student information system. This information includes students' name, student number, grade level, gender, current school attended, and other demographic information. If any of this information is not correct, it must be corrected in the student information system; it cannot be changed directly in the ILP.

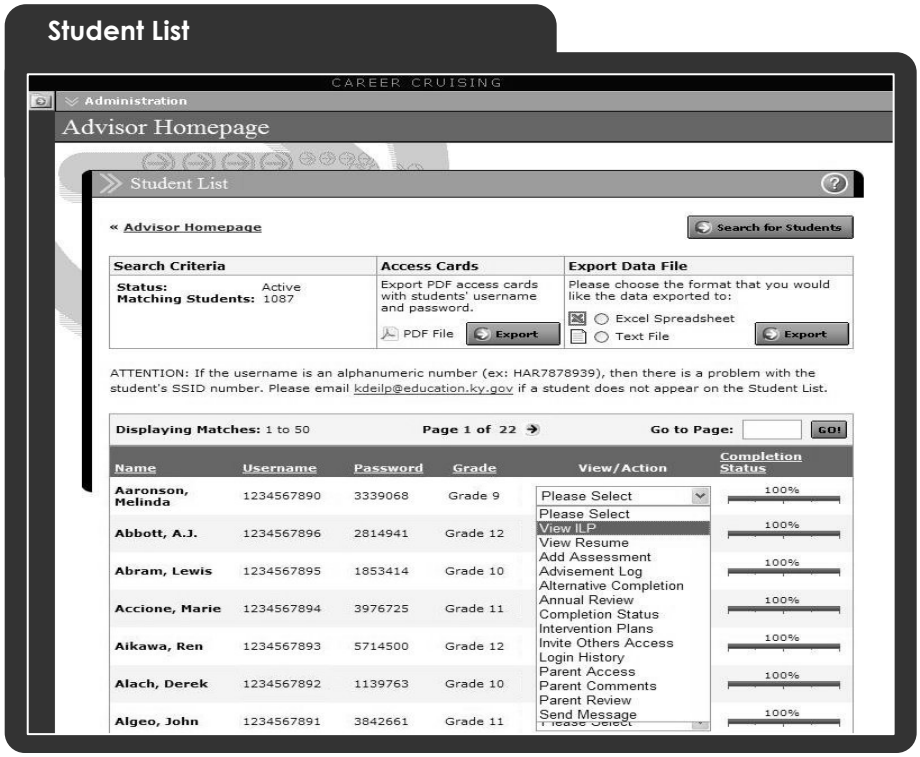
Changes made in your local student information system will be reflected in the ILP 5 to 14 days following the update of your local system.

Student List

The Student List is the central point for accessing individual student information.

To access the complete Student List, click on the "View Student List" link in the All Students section of the Advisor Homepage. You can also access the list of the students who have been assigned to you by clicking on the "View Student List" link in the My Students section of the Advisor Homepage.

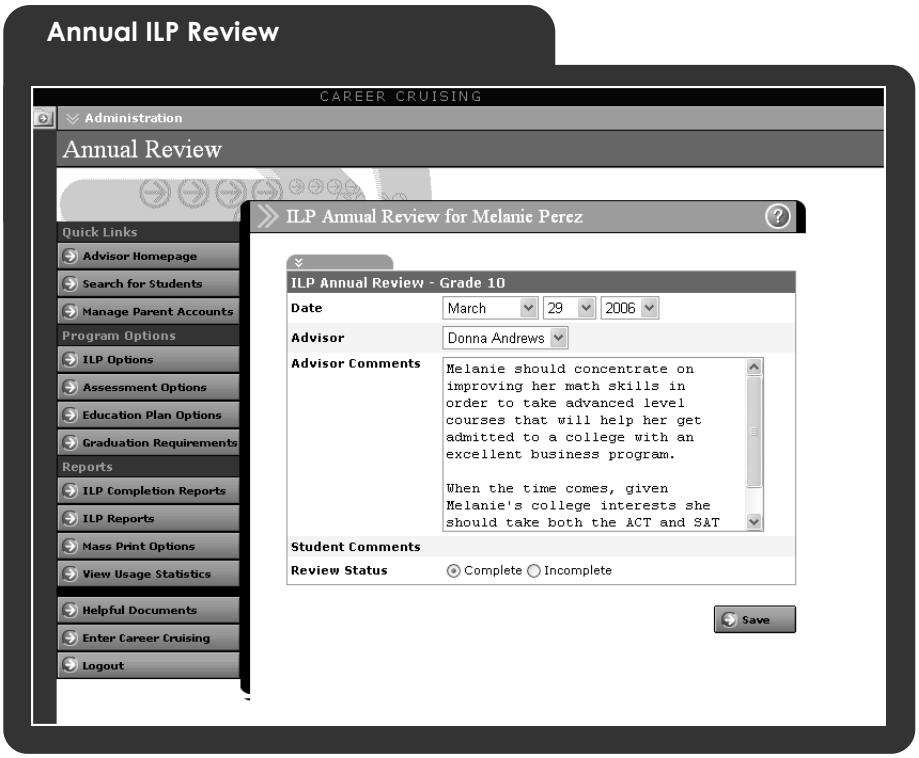
The Student List displays the students' name, grade, ILP username and password, and ILP Completion Status. You can sort the list by each column displayed.



From the View / Action dropdown menu in the right-hand column of the Student List, you can access a number of options:

Student Administration

- **View ILP** – View a printer-friendly version of a student's ILP.
- **View Resume** – View a student's resume as he or she has formatted it.
- **Add Assessment** – Enter results from the ACT Explore and Plan, SAT, and PSAT standardized tests, as well as results from the CATS Proficiency tests to students' ILPs. Results entered here cannot be edited by students.
- **Advisement Log** – Advisors and counselors can maintain a log of advisement activities for each student to track his or her advisement program over time.
- **Alternative Completion** – Completion of an ILP is required by the Kentucky Department of Education. Students must complete the web-enabled ILP (or a paper version) every year unless the ARC determines it is not appropriate for an individual student to complete an ILP. By marking this complete for a student, you assure the student has met the requirements of alternative completion and has an alternative version of the ILP on file at his or her home or school.
- **Annual Review** – This section allows users to document the Annual ILP Review meeting between a student and his or her advisor. Both students and advisors can record their comments. Only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.



- **Completion Status** – The detailed Individual ILP Completion Status Report shows which required sections of the ILP a student has and has not completed.

Student Administration

- **Intervention Plans** – Record, edit, and view strategies for individualizing a student's learning plan. Included in this section is information on which assessment instrument indicated the student needed an intervention plan, the content area in which the student needs intervention, delivery methods and intervention strategies, the amount of time spent on and the frequency of intervention, the start and end date of the intervention plan, and a field for describing the data that evidences intervention.

- **Invite Others Access** – A student can invite other individuals to view selected sections of his or her ILP. This option can be used to share the ILP with college admissions offices, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child. This section allows you to disable this option based on parents' request.

- **Login History** – The Login History feature allows you to see when and how often a student has logged into his or her ILP.

- **Parent Access** – View and create access accounts for the Parent/Guardian ILP tool to enable parents and guardians to view and reflect on their child's ILP.

- **Parent Comments** – Track parents' and guardians' thoughts on their child's ILP.

- **Parent Review** – Monitor the status and record verification of the Parent / Guardian ILP Review.

- **Send Message** – Send a message to an individual student through his or her ILP. If the student has entered a personal email address, he or she will also receive an email copy of the message.

Click on the SEARCH FOR STUDENTS button in the top right-hand corner of the Student List page to search for groups of or specific students by grade, username, first or last name, advisor, status, or gender.

The Student List can be exported as either a text file or an Excel spreadsheet. You can access the complete Student List, the list of students assigned to you as an advisor, or use the Search for Students feature to generate custom student lists. To export the Student List, select the desired file format and click on the Export button.

You can use this feature to distribute usernames and passwords, create checklists, or any other purpose for which you might need the list of student ILPs.

Sending Messages to Students

The SIAT internal messaging system allows you to send messages to students through their ILPs. When students log into their ILPs, the messages you send will appear in the Inbox on their ILP Homepage. This is an excellent way to make announcements or remind students of important events.

You can send messages to an individual student by selecting Send Message from the dropdown menu beside his or her name on the Student List.

To send a message to a group of students, click on the “Send Message” link in the All Students section of the Advisor Homepage. The Send Message feature allows you to send a message to all students in the school or to selected groups of students based on criteria such as grade, gender, and advisor.

You can also send messages to the students assigned to you by clicking on the “Send Message” link in the My Students section of the Advisor Homepage. You can send a message to all students assigned to you or select groups of students based on criteria such as grade and gender.

Students who have entered an email address in their personal information section will also receive a copy of the message at their home email address.

Students cannot reply directly to messages in their ILP. If they need to discuss the message, they should speak directly with their counselor or teacher.

Click on the “Manage Messages” link in either the All Students or My Students section of the Advisor Homepage to view or delete the messages you have sent.

Advisement Log

The Advisement Log allows advisors and counselors to maintain a log of advisement activities for each student to track his or her advisement program over time. You can use this feature to record

information about individual students' career exploration progress, educational plans, or other information. Aggregate reports based on the Advisement Log can help schools and advisors track how students' career development time is being spent and see where their students' greatest needs are.

Manage Advisement Logs

The Manage Advisement Logs feature allows advisors to search for, view, and manage advisement log entries for students at your school. Click on the "Manage Advisement Logs" link on the Advisor Homepage and search for students by grade, username, first or last name, or advisor.

A list of students matching your search criteria is displayed along with the number of entries in each student's Advisement Log and the date his or her Advisement Log was last updated. (The list is sorted by Last Updated date.)

Click on the student's name to view, add, edit, or delete entries in his or her Advisement Log. (Please note that you can only edit and delete log entries that you have entered. You cannot modify entries created by other users.)

Manage Group Advisement Log Entries

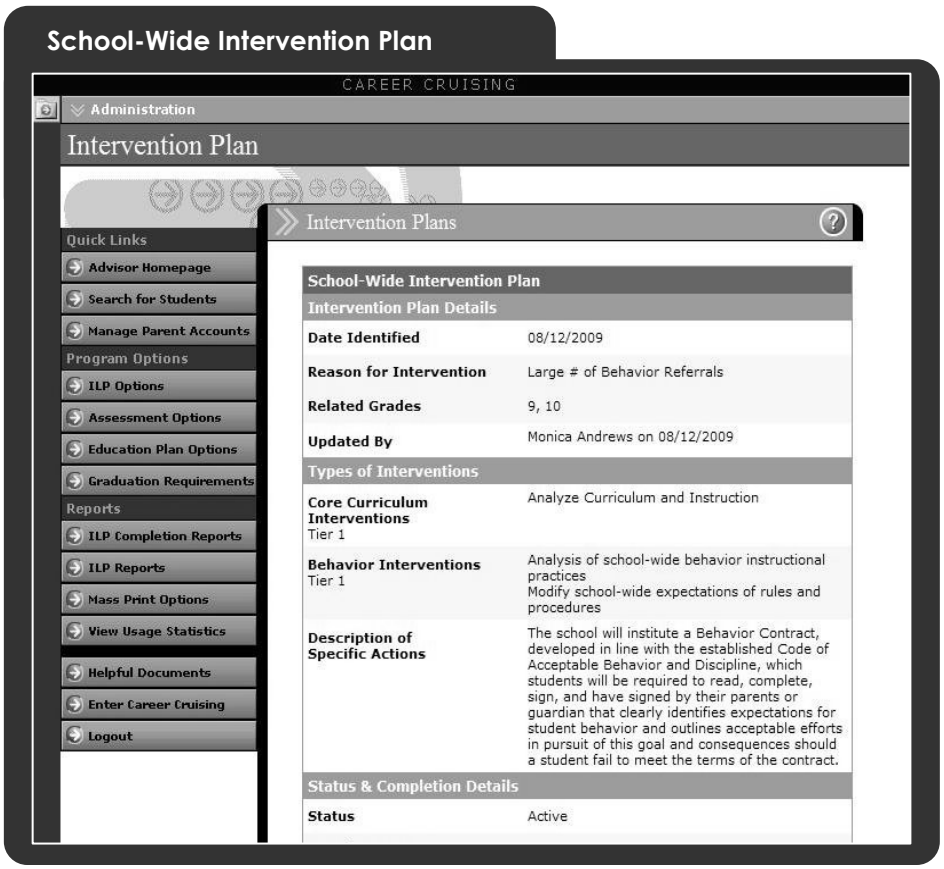
The Group Advisement Log Entries feature allows advisors to add new log entries for multiple students at the same time. To view Group Advisement Log entries, click on the "Manage Group Entries" link on the Advisor Homepage.

Click on the "Add New Entry" link to add a new Group Advisement Log Entry and fill out the Advisement Activity Details form. Search for students who should have the entry included in their Advisement Log. (Please note that you can only edit and delete log entries that you have entered. You cannot modify entries created by other users.)

School-Wide Intervention Plans

The School-Wide Intervention Plans feature allows administrators to develop and deliver information about intervention plans designed to address the learning needs of specific grades or the whole school. Click on the "School-Wide Intervention Plans" link on the Advisor Homepage to view a log of the intervention plans that have been or are currently being implemented at your school, including information on the reason for intervention, the status of the intervention plan, the date of the plans, and the grades to which the intervention plans apply. View details about each intervention plan, or add new school-wide intervention plans.

Student Administration



Viewing and Printing Student ILPs and Resumes

You can view an individual student's ILP or resume from the Student List. Use the print feature in your browser to print ILPs or resumes one at a time.

If you want to print multiple ILPs, resumes, or Education Plans, you can use the Mass Print Options. Please see the *Mass Print Options* section for more information.

Manage Parent Accounts

The two main goals of the Parent/Guardian ILP are to allow parents and guardians to view the work done by their child and to allow parents and guardians to provide feedback to their child's advisor on their child's ILP. The information entered by students for most sections of the ILP is read-only; parents and guardians can view their child's work but cannot change it.

Parent/guardian records from the state student information system are imported into the ILP system weekly, along with the student records. Schools can also create up to two additional parent/guardian accounts for each student, for a total of four parent/guardian accounts.

To access Parent/Guardian ILP options, click on the blue MANAGE PARENT ACCOUNTS button. There are four options:

Student Administration

- **Parent/Guardian ILP Access Information** – This section lists all of the parent/guardian accounts for students at the school.

- **Parent/Guardian Options Student List** – This section lists all students at the school with quick reference columns for the number of parent/guardian accounts, number of submitted Parent/Guardian ILP Reviews, and number of parent/guardian comments. A flag icon denotes students who have a parent/guardian review that has been submitted but not yet verified.

- **Parent/Guardian Comment Log** – This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments.

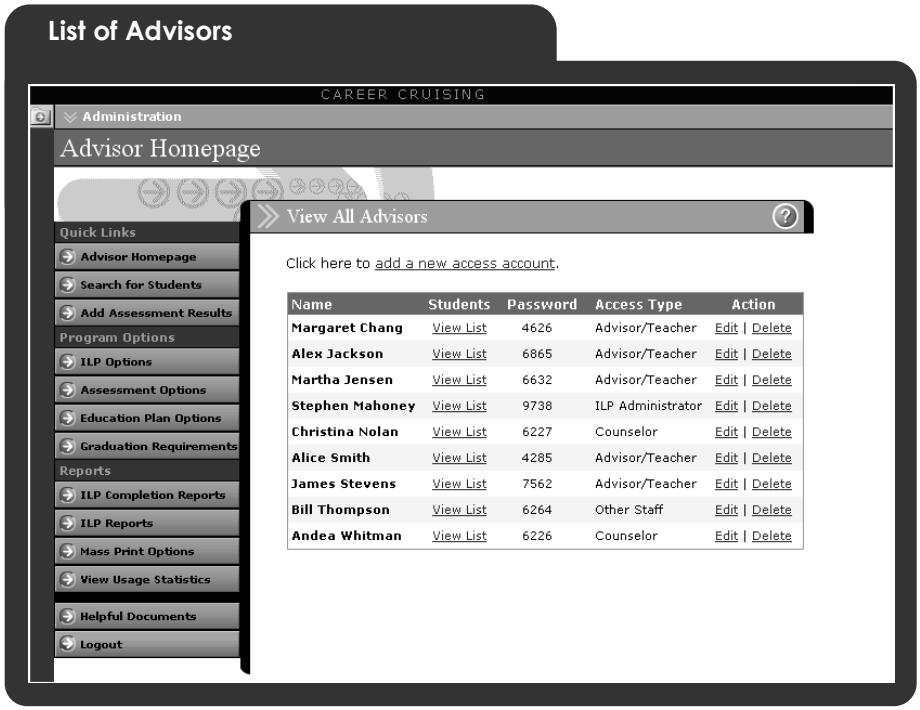
- **Parent/Guardian ILP Reviews** – This section tracks the status of the Parent/Guardian ILP Reviews. Advisors can track which students have completed parent reviews and which of those reviews have or have not been verified.

Advisor Administration

Adding an Advisor

The Advisor Administration section allows you to view the list of all advisors and the list of students assigned to them. Users with ILP Administrator and School Administrator/Counselor level access can also create new accounts and modify account information for users at their school.

Add advisor profiles using the "Add New Advisor" link in the Advisor Administration section of the Advisor Homepage. When advisors are added, they are assigned a level of access security to ensure that they have access to the tools and information that are appropriate for them. Please see the *About Access Levels* section of this document for more information.



Editing an Advisor's Profile

The "View List of All Advisors" link in the Advisor Administration section of the Advisor Homepage allows administrators to access advisors' Student Lists and edit and delete advisor information and profiles.

If you are an advisor without ILP Administrator or School Administrator/Counselor-level access, you can edit your own profile using the "Edit My Profile" link in the Advisor Administration section of the Advisor Homepage.

Assigning Students to an Advisor

Students can be assigned to advisors and teachers to provide quick access to students' data in the Student List, Search for Students function, Mass Print Options, and throughout the reporting sections.

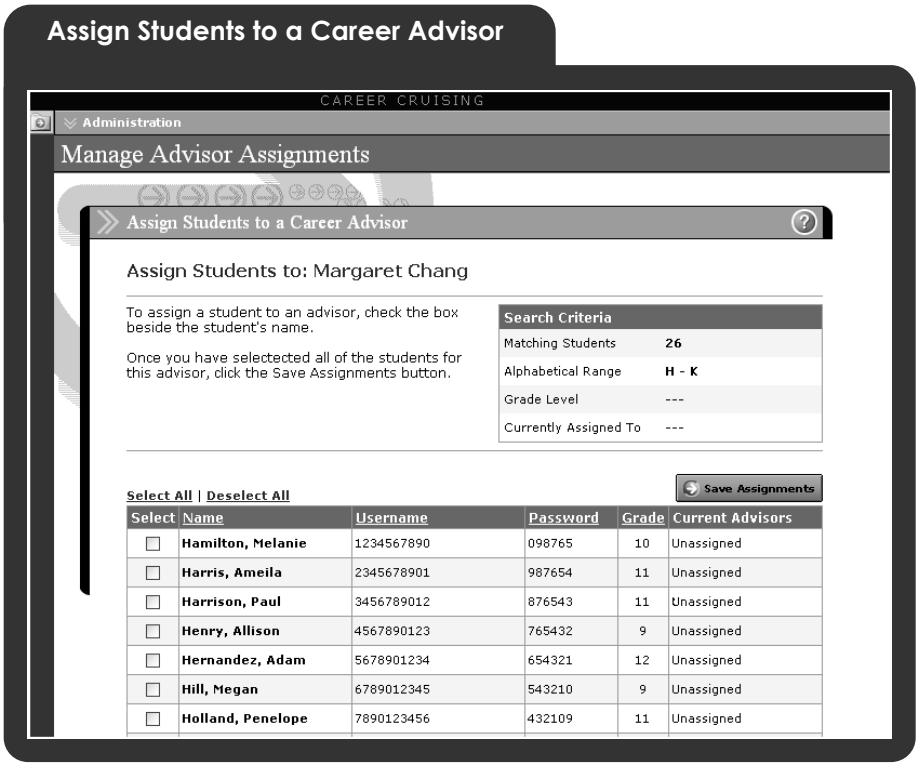
Advisor Administration

Users with ILP Administrator or School Administrator/Counselor access can modify and approve advisor assignments for all students and all users. To assign or unassign students for an advisor, select the advisor's name from the Assign Students to an Advisor or Unassign Students to an Advisor dropdown menu in the Manage Advisor Assignments section of the Advisor Homepage and follow the on-screen instructions.

Assignments requested by users with Advisor/Teacher and Other Staff level access must be approved before the user can access students' personal information, including their ILP usernames and passwords. A red flag will appear beside the Approve Advisor Assignments link if a user has requested student assignments. Assignment requests can be approved or denied on a student-by-student basis.

Users with Advisor/Teacher or Other Staff level access can request that students be assigned to them and can remove students from their list. However, those assignments must be approved before they can access students' personal information, including their ILP username and password.

To request students be assigned to them, users click on the “Add Students to My List” link in the Manage Advisor Assignments section of the Advisor Homepage. They then select students to add to their list and submit the list. Once the assignments have been approved, the user can access the full range of functions and information associated with those students.



Customization Options

A variety of customization options allow you to tailor the ILP tool and Career Cruising to meet the needs of students at your school. Please note that changes made to the Program Options affect all users at the school.

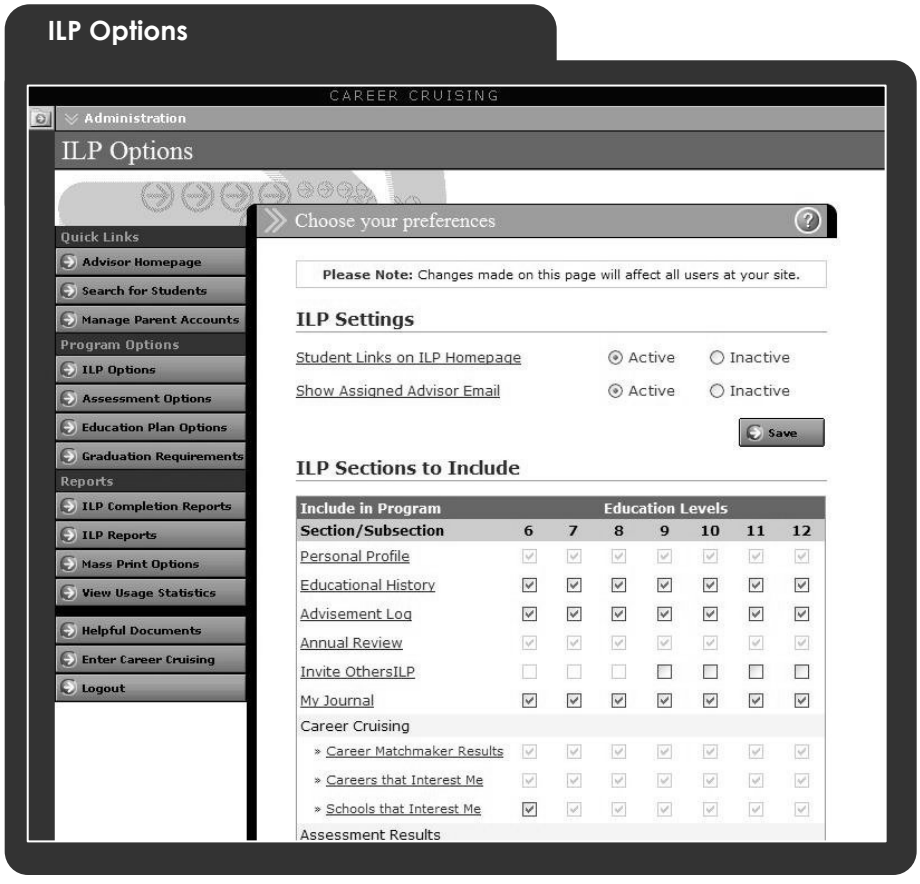
ILP Options

Student Links on ILP Homepage – This feature allows you to activate or deactivate a function on the Student ILP Homepage that allows students to add links to career, education, and other resources that are of interest to them.

Show Assigned Advisor Email – This feature allows you to determine whether or not the email addresses of assigned advisors appear in the Advisement Log section of their students' ILPs.

ILP Sections to Include – These options allow you to determine which sections of the ILP appear for students in each grade. Please note that ILP components included in the ILP Completion Standards cannot be deactivated for grades in which they are required.

Resume Builder Sections to Include – These options allow you to determine which sections of the Resume Builder appear for students in each grade.



Customization Options

Assessment Options

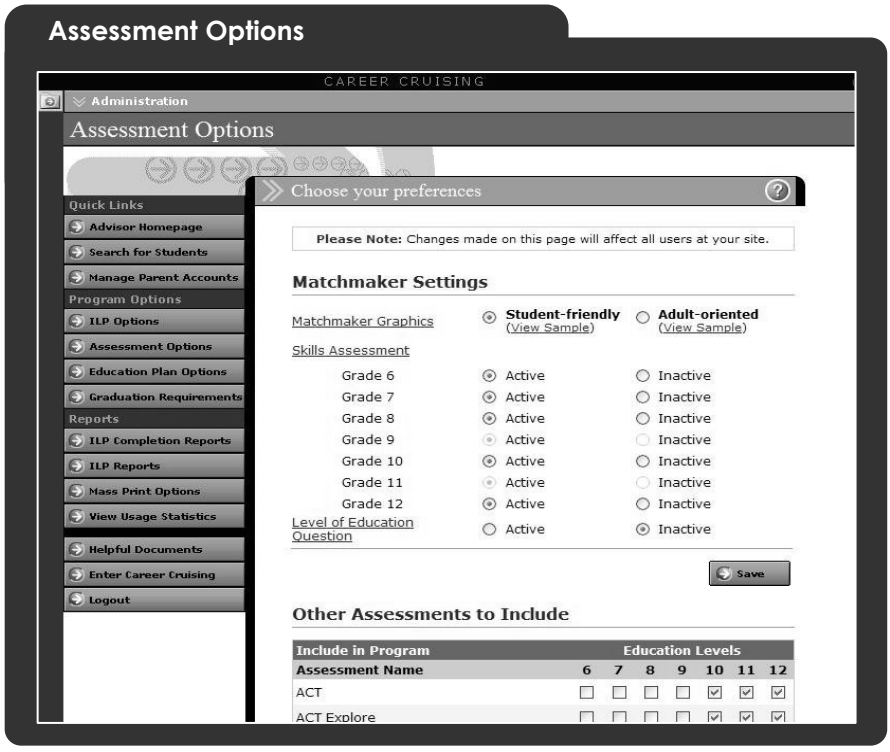
Matchmaker Graphics – You can select the graphical interface that appears in the Likes and Dislikes section of the Career Matchmaker interest assessment. There are two different looks for the Career Matchmaker interface: student-friendly and adult-oriented. Samples of each can be viewed by clicking on the link beside the name of each set of icons.

My Skills – You can activate or deactivate the My Skills component of Career Matchmaker for students in each grade.

My Skills is an inventory assessment that is available to students after they have completed the interest component of Career Matchmaker. It asks students to rate their level of skill in 45 areas. Once students have completed the assessment, icons indicating the level of skill suitability will appear beside the career names in the Matchmaker Career Suggestions list.

Level of Education Question – This option lets you determine whether or not the students can select the level of education they intend to complete before continuing with the first 39 questions of Career Matchmaker. Including this question can help refine students' results by targeting educationally appropriate careers. Students can choose more than one option.

Other Assessments to Include – Students can save results from a wide variety of external assessments and standardized tests in their ILPs. You can specify which additional assessments students should enter their results for. These assessments will then be listed in the Other Assessments section of the Student ILP.



Customization Options

Customizing ILP Homepage Links and Files

You can make links to online career, education, community, or reference resources available to students directly through their ILPs. These links will appear on the ILP Homepage, allowing students to access these resources quickly and easily.

You can also upload documents, such as field trip permission forms and course calendars, to the ILP Homepage to make them available to students. Students can then view or save a copy of the files.

Invite Others: Adding and Editing Special Contacts

Students can invite other individuals to view selected sections of their ILP. The Invite Others: Add / Delete Special Contacts option on the Advisor Homepage allows you to customize a list of individuals or organizations your students might want to invite to view their ILP, such as college admissions counselors, potential co-op or internship providers, or scholarship offerors.

When someone has viewed the student's ILP, it will be recorded in the Guest Views section. The individuals who have been invited to view the ILP also have the option to leave comments for the student.

Education Plan Options

The high school Education Plan component of the ILP allows students to select the courses they have taken, are taking now, or plan to take in the future. Starting in Grade 8, students are required to complete an Education Plan.

Middle schools do not have to activate the Education Plan for their school. Students will be asked to select the high school they are planning to attend and select from the high school's course list.

To enable the Education Plan for students at your school, you must complete the four-step activation process. This allows schools to link their specific course offerings to the Kentucky Department of Education's Common Course Codes, while at the same time allowing staff and students to use terminology they are familiar with at the school.

Step 1: Course Lengths

This involves listing all possible course lengths for courses offered using the terminology in place at your school. This information will be used in Course Mapping when entering details for the specific courses offered at your school.

Sample Course Lengths		
1 Semester	1 Trimester	8 weeks
2 Semesters	2 Trimesters	12 weeks
3 Semesters	3 Trimesters	24 weeks
Full-Year		36 weeks

Step 2: Term Names

This involves listing all possible specific term names and combinations in which students can take courses at your school. This information is used by students to complete their Education Plan to indicate in which term they took a particular course.

Sample Term Names		
Semester 1	Fall	Trimester 1
Semester 1 & 2	Fall & Winter	Trimester 1 & 2
Semester 2	Winter	Trimester 1, 2 & 3
Summer Semester	Winter & Spring	Trimester 2
	Spring	Trimester 2 & 3
	Full-Year	Trimester 3

Step 3: Subject Areas

Subject Areas are used to group similar courses together when students are making their Education Plan course selections. You can modify the Subject Area names to reflect terminology in use at your school.

Each Common Course Code Subject Area must have a related title. If your school does not offer courses in a particular area, you can simply leave the default name.

This step involves linking the specific courses offered at your school to the Kentucky Department of Education's Common Course Codes.

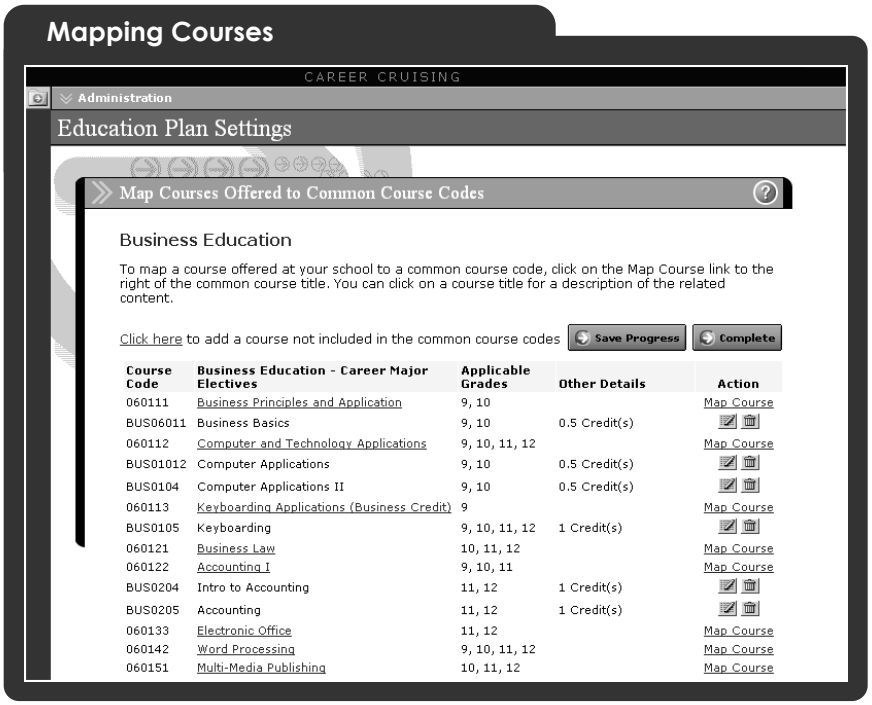
Education Plan Options

Step 4: Course Mapping

To begin mapping courses, select a Subject Area. Click on the MAP COURSE link in the right hand column beside the desired Common Course Code, then enter the details for the course offered at your school, and click SAVE.

For each course, you will need the following information:

- Course Number or Code
- Course Name
- Number of Credits
- Course Length
- Applicable Grades
- Eligibility for Performance-Based Credit
- Course Description (optional)



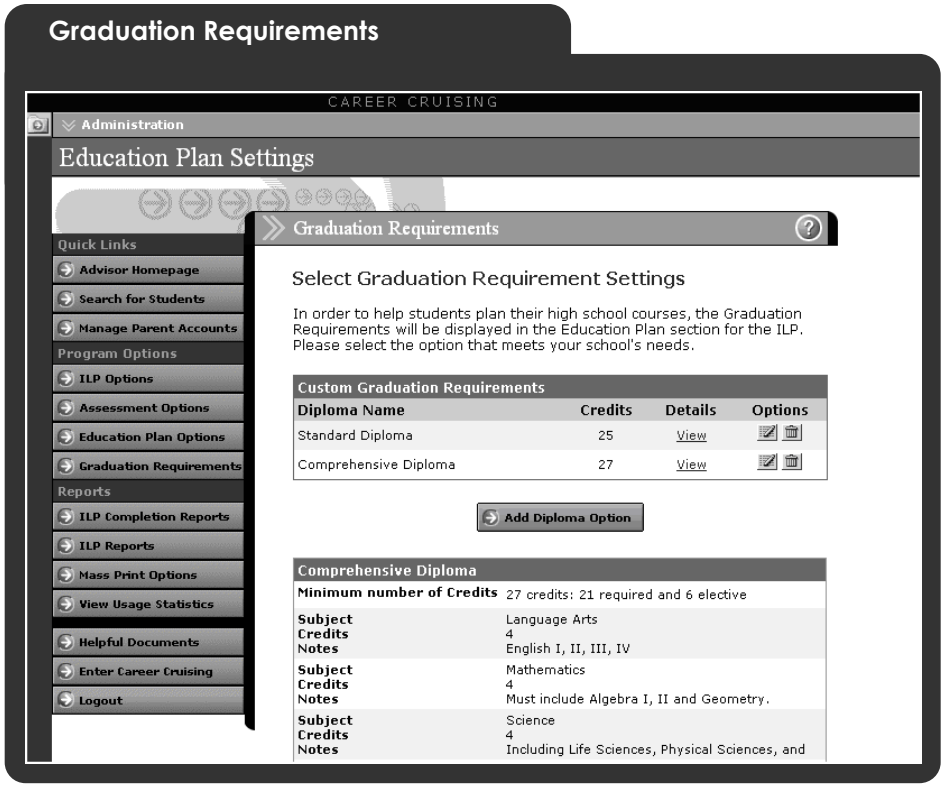
Some additional notes on Mapping Courses:

- Click on the Common Course Code title to access a description of the content for that code.
- You do not have to map all of your school's courses at once; however, you must complete the course mapping for all subject areas before the Education Plan component of the ILP can be activated.
- You can map multiple courses to a single Common Course Code.
- Each course at your school can only be mapped to a single Common Course Code.
- If your school does not offer courses in a particular subject area, simply click on the Subject Area name and then click on the COMPLETE button.

Graduation Requirements

The Education Plan enables students to view Graduation Requirements as they plan their course selections.

The Graduation Requirements feature allows schools to customize the requirements beyond the state-mandated minimums. Multiple diploma options can be implemented for students to view all available graduation plans.

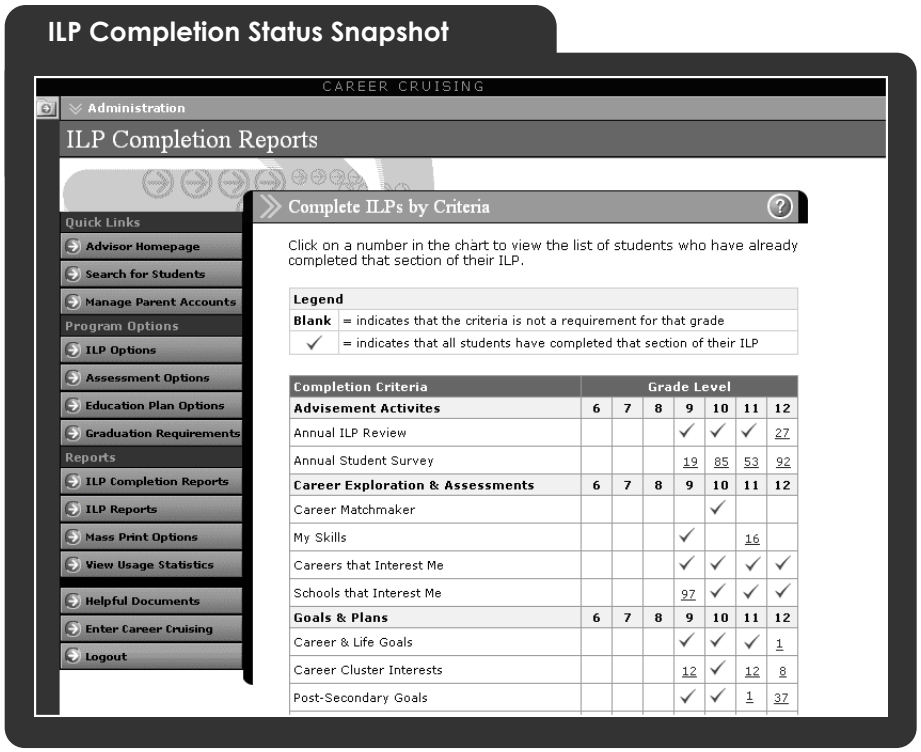


ILP Reports

ILP Completion Status Reports

Track overall student achievement through a variety of ILP Completion Status Reports. Available aggregate reports include:

- **ILP Completion Status Snapshot** – This report provides an overview of ILP completion at the school by grade level.
- **ILP Completion Status by Student** – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.
- **Incomplete ILPs by Criteria** – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.
- **Complete ILPs by Criteria** – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.
- **Alternative ILP Completion Statistics** – This report shows the number of students who are fulfilling the ILP requirements through alternative means.
- **View ILP Completion Standards** – You can review the ILP Completion Standards at any time with this report option.

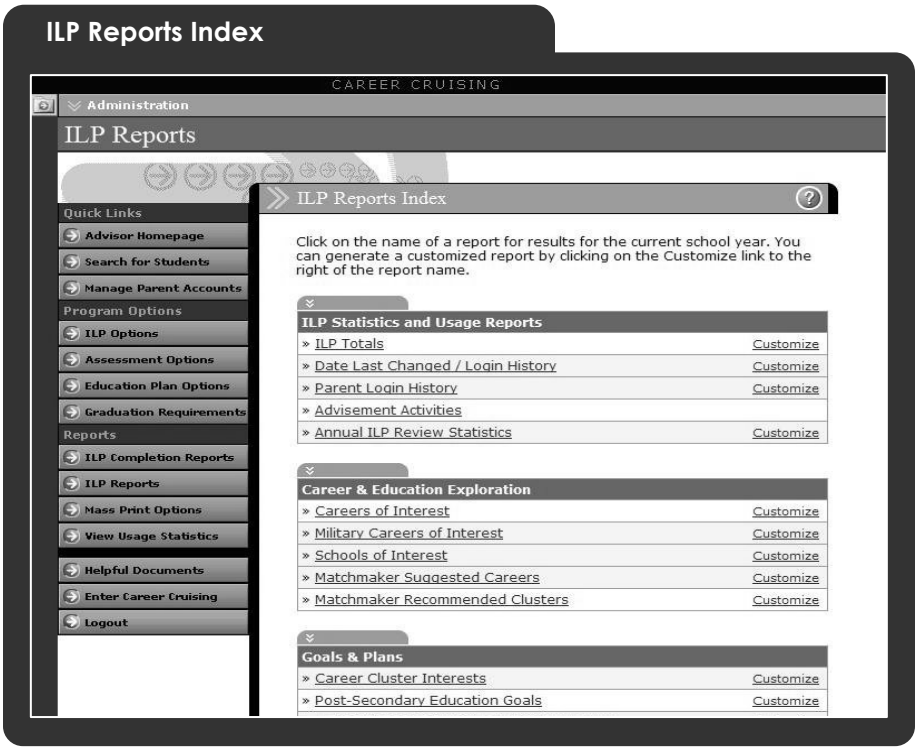


ILP Reports

Standard ILP Reports

The School ILP Administration Tool includes an extensive real-time reporting package to analyze all data elements collected in the ILP.

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their ILP, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can drill down to the individual student data for the selected report.



ILP Statistics & Usage Reports

- **ILP Totals** – A statistical summary of the ILPs for students at your school, broken down by grade and gender.
- **Date Last Changed** / **Login History** – Track how often students are logging into their ILPs.
- **Parent Login History** – Monitor how many parents and guardians have logged in to review their child's ILP.
- **Advisement Activities** – Monitor the advisement activities recorded in students' Advisement Log. You can view activities by advisor, by topic, or by student.
- **Annual ILP Review Statistics** – A summary of how many students have and have not completed their Annual ILP Review with their advisor.

ILP Reports

Career & Education Exploration

- **Careers of Interest** – Aggregate data on the careers students have saved to their ILPs. You can drill down to view detailed reports for each career and for each student.
- **Military Careers of Interest** – This report lists the military careers that students have saved to their ILPs.
- **Schools of Interest** – Aggregate data on the post-secondary schools students have saved to their ILPs. You can drill down to view detailed reports for each school and for each student.
- **Matchmaker Suggested Careers** – This report lists the top ten careers that were included in Career Matchmaker's Career Suggestions list.
- **Matchmaker Recommended Clusters** – This report lists the top two Kentucky Career Clusters that were recommended by Career Matchmaker based on students' interests.

Goals & Plans

- **Career Cluster Interests** – Aggregate data on the Kentucky Career Clusters students are interested in. You can drill down to individual student data, including their comments about the clusters they have selected.
- **Post-Secondary Education Goals** – View the post-secondary goals that students have set for themselves, including top three career interests, top three colleges, intended level of education, and financial plans.
- **Career Planning Activities: View by Activity** – Data on the career planning activities that students have completed, including job shadowing programs, career or college fair attendance, organization membership, and more.
- **Career Planning Activities: View by Student** – Track individual student participation in career planning activities.
- **My Journal Report** – Data on student journal activity, including number of entries and date last updated. Use this report to view students' journal entries.

Activities, Experiences & Awards

- **Organizations & Activities: View by Activity** – Aggregate data on the organizations and activities students participate in.
- **Organizations & Activities: View by Student** – View individual student participation in extracurricular activities.
- **Hobbies & Interests: View by Activity** – Aggregate data on the informal or independent activities that students participate in.
- **Hobbies & Interests: View by Student** – Detailed data on the informal or independent activities that students enjoy.
- **Community Service** – A summary of the community service activities that students participate in, including number of activities and number of hours of service
- **Work Experiences** – A summary of the work experiences that students have undertaken.

- **Awards & Recognitions** – View detailed information on the awards, certificates, and recognitions that students have received.

Learning Services

- **Learning Services by Type of Service** – View aggregate data on the learning services students at your school are enrolled in, including gifted and talented programs, Extended School Services, and private instructional opportunities.
- **Learning Services by Student** – Track individual student participation in learning service programs.

Annual Student Survey

- **Student Surveys by Grade** – View student answers to surveys by grade.

Intervention Plans

- **Active Intervention Plans** – View active student intervention plans, including information on the content are in which the student needed intervention, the start date, and details on the strategies developed to help the student.
- **Completed Intervention Plans** – Review completed individual student intervention plans, including information on the content area in which the student needed intervention, the completion date, and details on the strategies undertaken to help the student and the results.
- **Discontinued Intervention Plans** – Information on the individual student intervention plans that have been discontinued.

Gifted Student Services Plans

- **Gifted Student Services Plans** – This report lists students who have been identified as gifted and/or talented.

Report Customization and Data Exporting

Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, and assigned advisor. You will be able to save these configurations.

All aggregate reports available in the ILP Reports section of the School ILP Administration Tool can be exported as a text file or as an Excel spreadsheet. To export a report, select the desired file format, and click Export in the top right corner of the report.

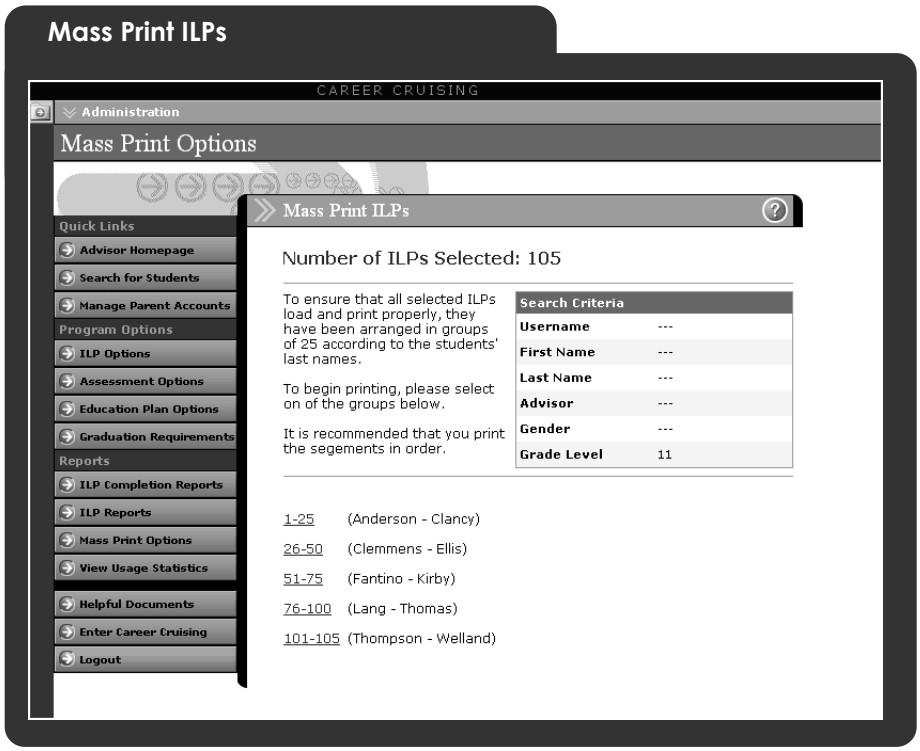
Mass Print Options

The Mass Print Options section allows you to print desired information for all students or a group of students. There are three mass print options available:

- **Mass print students' complete ILPs**
- **Mass print students' Resumes**
- **Mass print students' four-year Education Plans**
- **Mass print students' Gifted Student Services Plans (GSSPs)**

Simply select the material that you would like to mass print and then enter the search criteria for the group of students whose information you would like to include.

Once you have selected the students whose ILPs, resumes, Education Plans, or GSSPs you would like to print, the students' information will be grouped in to sets of 25 according to the students' last names. This helps to ensure that the records will be loaded and printed properly.



Helpful Documents

A variety of resources for career advisors and teachers are available in the Helpful Documents of the School ILP Administration Tool:

User's Guides – Access to a downloadable PDF version of the User's Guide.

School ILP Administration Tool (SIAT) User's Guide – A downloadable PDF of the SIAT Guide.

Components of the Student ILP – An overview of the sections and functions available in the Student ILP tool and Resume Builder.

Components of the School ILP Administration Tool – An overview of the features and functions available in the School ILP Administration Tool (SIAT).

About Alternative ILP Completion – A downloadable PDF document providing an overview of the Alternative ILP Completion option, including instructions for designating a student as participating in Alternative ILP Completion and available reports.

Parent / Guardian ILP Account Management – An overview of the Parent/Guardian ILP account management functions available in the School ILP Administration Tool (SIAT).

Career Cruising Classroom Activities – There are a number of prepared classroom activities for use with Career Cruising, including a wide variety of lesson plans and worksheets designed to help students learn about the links between school subjects and career choices, and how to effectively analyze and use the information gathered from Career Cruising.

Individual Learning Plan Classroom Activities – These activities help guide students as they learn to fulfill ILP Completion Standards, create resumes and education plans, and use these tools to prepare for their career.

About ILP Completion Standards – An introduction to the ILP Completion Standards, including an overview of the available reports and a chart of the required criteria in each grade.

About the Review & Revise Feature – A downloadable PDF document describing the Review & Revise function, why it is included in the ILP and how students can complete it.

Activating the Education Plan – A detailed overview of the Education Plan activation process that schools offering grades 9 through 12 must undertake before students can access the Education Plan component of the ILP.

Guided Tour of Career Cruising – A brief walkthrough for new users interested in learning about Career Cruising's main tools and features.

For Parents: What is the ILP? – A document intended to help parents can learn more about the ILP. It includes a brief description of what students can do with the ILP and a summary of features available in the Parent ILP.

For Parents: What is Career Cruising? – This document introduces parents to Career Cruising. It includes a brief description of Career Cruising, a summary of the program's features, and instructions for logging in.

Technical Support for the ILP – A downloadable and printable PDF document detailing the minimum system requirements for the ILP and information on who to contact if you have

questions about the ILP features and functions, policy and standards related to the ILP, or if you require technical assistance.

ILP Access Cards Templates – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.

For More Information

You can access our comprehensive online help files by clicking on the button on any page within the SIAT.

For more information about the SIAT, or to receive your personal advisor password, please contact our Client Service Department by phone at 1-800-965-8541 ext. 1 or by email at KYSupport@careercruising.com.